

**Reservation in Service for the
Physically handicapped**

GOVERNMENT OF MAHARASHTRA

General Administration Department
Mantralaya Mumbai 400 032,

Resolution No. SRV-1081/32739-XVI-A
Dated the 10th September 1981

RESOLUTION

With a view to ensuring that the orders regarding one per cent reservation in class iii and class iv services each for the Blind, the Deaf and the Orthopaedically Handicapped persons are as far as possible fully implemented, Government is pleased to direct as follows :-

- (i) A 100 point roaster for continuous account of the vacancies arising in class iii and class iv posts from year to year should be kept by the appointing authorities. The 34th vacancy occurring in a particular year should be earmarked for the Blind 67th vacancy for the Deaf and 100th vacancy for the Orthopaedically Handicapped in a Cycle of 100 vacancies. In case any these vacancies happens to be reserved for the S. Cs. S. Ts. Ex-servicemen etc. the next clear vacancy should be reserved for the physically handicapped persons.
- (ii) The Inter se exchange of vacancies is permissible if candidates belonging to the particular category of persons are not available or if the nature of the vacancies in an office is such that a given category of persons cannot be employed.
- (iii) In case the vacancies reserved for these categories are not filled, the reservation should be carried over for a period upto three recruitment years.

Any recruitment of the physically handicapped candidates will first be counted against the additional quota, if any brought forward from previous years in their chronological order. If such candidates are not available for all the vacancies, the older vacancies carried forward should be filled first and the comparatively later vacancies carried forward should be further carried forward.

Government is further pleased to direct as follows :-

- (i) A class iii or iv employee found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged may, wherever practicable, be considered for another identical/equivalent post for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through the Employment Exchange or the Regional Selection Board. For this purpose, his previous service under Government should be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than three years, he should be deemed to satisfy the condition of upper age limit for appointment to the post in question.
- (ii) In the case of physically handicapped Government servant retired on medical grounds, his/her son/daughter near relative may be considered for appointment on compassionate grounds, if the family of the Government servant so retired is in great distress.
- (iii) The work of recaning of chairs in Government offices should as far as practicable, be entrusted to blind persons and where the volume of work justifies a full time. Chair-recaner, regular post of chair recaner may be created.

3. In order to enable the appointing authorities to obtain and appoint physically handicapped persons a list indicating the jobs in class iii and class iv posts suitable for the physically handicapped persons is attached to this resolution as Annexure 'A' Definitions of sub-categories of physically handicapped persons are given in Annexure 'B' attached to this Resolution.

4. So far as posts and services under Government are concerned these orders will apply to recruitment to posts and service which are outside the purview of the Maharashtra public Service Commission.

5. The Mantralaya Department are requested to take suitable steps to implement these orders so far the public sector undertakings under their administrative control are concerned.

6. The Rural Development Department is requested to issue suitable orders in respect of the posts under the Zilla Parishads.

7. The Urban Development and public Health Department is requested to issue similar orders in respect of posts under the Municipal Corporations and Municipal Councils.

8. This Resolution issues with the concurrence of the Finance Department vide its un-official reference N0. 1253/EXP-4781, dated the 4th July 1981

By order and in the name of the
Governor of Maharashtra,

M. P. SHIRSAT,
Under Secretary to Government.

**Accompaniment to Government Resolution, General Administration department,
No. SRV- 1080/3273/XVI-A, dated the 10th September 1981
ANNEXURE "A"
Jobs in class iii and class IV posts suitable for Physically Handicapped persons**

Category	Unilaterally Mobility not	<u>How the job is expected to be performed</u>		With a Helper	Restricted
		With Aids	With training		
(1)	(2)	(3)	(4)	(5)	(6)

I BLIND

1. Totally
Blind

1. Stenographers
(with Dictaphone
and Digital Type
writers)

2. Telephone
Operators
(Small Boards
with electronic

1. Announcer at
Bus Stops
2. Cane Weaver
3. Instrumentalist
(Staff Artists)
4. Masseur
5. Musician
6. Music Teacher
7. Packer
8. Primary Teacher
(with Aid)

ANNEXURE "A" -Contd.

(1)	(2)	(3)	(4)	(5)	(6)
		Beep and Embossed Digits)	9. Lathe Operator 10. Press Operator 11. Stamper 12. Weaver 13. Driller 14. Filer 15. Chipper 16. Teacher in Social Science		
2. Partially Blind			1. Dak Messenger 2. Dispatch Clerk 3. Gardener 4. Gestetner Operator (with Aids) 5. Peon 6. Receptionist (with Aids) 7. Sweeper 8. Waterman 9. Waiting Room Attendants 10. Lottery ticket Seller		

ANNEXURE "A" - Contd.

(1)	(2)	(3)	(4)	(5)	(6)
			II DEAF		
1. Deaf and Dumb			1. Accounts Clerk		
			2. Book Binder		
			3. Canteen Boy		
			4. Carpenter		
			5. Computer		
			6. Commercial Artist		
			7. daftary		
			8. Ferro Printer		
			9. Gardener		
			10. Gestetner Operator		
			11. Hand Compositor		
			12. Key Punch Operator		
			13. Meter Reader		
			14. Office Clerk		
			15. Packer		
			16. Painter		
			17. Photographer		
			18. Photographic Retouchers		
			19. Statistical Assistant		
			20. Store Keeper		
			21. Sweeper		
			22. Telex Operator		

ANNEXURE "A" - Contd.

(1)	(2)	(3)	(4)	(5)	(6)
			23. Translator		
			24. Tracer		
			25. Typist		
			26. Vehicle Cleaner		
			27. Waterman		
2. Deaf			Messenger		
3. Partially Deaf			1. Architectural Assistant		
			2. Caretaker		
			3. Cashier		
			4. Compounder		
			5. Chowkidar		
			6. Draughtsman		
			7. Dresser		
			8. Editorial Assistant		
			9. Electrician		
			10. Junior Engineer		
			(Civil)		
			11. Laboratory Assistant		
			(Chemical)		
			12. Laboratory Assistant		
			(Clinical)		
			13. Laboratory Attendant		

ANNEXURE "A" - Contd.

(1)	(2)	(3)	(4)	(5)	(6)
			14. Librarian (Junior)		
			15. Library Clerk		
			16. Peon		
			17. Projectionist		
			18. Research Investigator		
			19. Retiring Room Attendant		
			20. Scientific Assistant		
			21. Shop Salesman		
			22. Stenographer		
			23. Security Guard		
			24. Stamp Vendor		
			25. Technical Assistant		
			26. Teacher for Deaf		
			27. Primary teacher		
			28. Time keeper		
			29. Ward Boy/Ayah		

III ORTHOPAEDICALLY HANDICAPPED

(a) Upper Extremities

(i) Major Defects

1. Accounts clerk
2. Copy Holder
3. Office clerk
4. Office Superintendent
5. Peon
6. Proof Reader
7. Receptionist
8. Stamp Vendor
9. Watchman

(ii) Minor Defects

1. Caretaker
2. Chowkidar
3. Copy Holder
4. Dak Messenger
5. Daftary
6. Documentation Assistant
7. Editorial Assistant
8. Gardener
9. Farash
10. Gestetner Operator
11. Jr. Engineer
(Civil)

ANNEXURE "A" - Contd.

(1)	(2)	(3)	(4)	(5)	(6)
		12.	key Punch Operator		
		13.	Laboratory Assistant(Chemical)		
		14.	Laboratory Assistant (Clinical)		
		15.	Library clerk		
		16.	Liftman		
		17.	Meter Reader		
		18.	Office Clerk		
		19.	Office Superintendent		
		20.	Peon		
		21.	Photographic Retoucher		
		22.	Proof Reader		
		23.	Receptionist		
		24.	Research Investigator		
		25.	Retiring Room		
		26.	Shop Salesman		
		27.	Scientific Assistant		
		28.	Security Guard		
		29.	Store keeper		
		30.	Statistical Assistant		
		31.	Sweeper		

ANNEXURE "A" - Contd.

(1)	(2)	(3)	(4)	(5)	(6)
		32.Primary Teacher			
		33.Messenger			
		34.Technical Assistant			
		35.Telephone operator			
		36.Typist			
		37.Watchman			
		38.Ward boy/Ayah			
		39.Wireless Operator			
(b)	Lower Extremities	1. Accounts Clerk			1. Projectionist
(i)		2. Computer			(with Aid)
		3. Hand Compositor			
		4. Jr. Engineer			
		(Civil) (Only			
		designing jobs)			
		5. Key Punch Operator			
		6. Liftman			
		7. Office Clerk			
		8. Office Superintendent			
		9. Painters			
		10.Proof Reader			
		11.Radio Technician			
		12.Receptionist			
		13.Stenographer			

ANNEXURE "A" - Contd.

(1)	(2)	(3)	(4)	(5)	(6)
		14. Stamp Vendor			
		15. Telephone Operator			
		16. elex Operator			
		17. Translator			
		18. Typist			
(ii) Minor Defects		1. Book Binder			1. Architectural Assistant (with aids)
		2. Carpenter			2. Care Taker (with aids)
		3. Cashier			3. Chowkidar (with aids)
		4. Compounder			4. Daftary
		5. Commercial Artist			5. Documentation Asstt. (with aids)
		6. Presser			6. Instrumentationist Staff Artist
		7. Draughtsman			7. Jr. Librarian (with aids)
		8. Farash			8. Library Clerk (with aids)
		9. Ferro Printer			9. Musical (staff Artist)
		10. Gestetner Operator			10. Peon
		11. Laboratory Assistant (Chemical)			
		12. Laboratory Assistant			

(Clinical)

- 13. Packer
- 14. Photographic Retoucher
- 15. Teachers for Deaf
- 16. Primary Teacher
- 17. Time Keeper
- 18. Tracer
- 19. Watchman
- 20. Wireless Operator

- 11. Photographer
- 12. Retiring Room
- 13. Shop Salesman
- 14. Statistical Assistant
- 15. Sweeper
- 16. Technical Assistant
- 17. Vehicle Cleaner

ANNEXURE 'B'

Orthopaedic Handicaps

These include all types of defects, impairments, peculiarities of skeletal structure of the body (muscle bones and joints) which effect the ability of feel or move or both.

- (a) Disabilities of the upper extremities include amputation of congenital absence of one or both arms, loss of one or more fingers or a part below wrist elbow or shoulder rigidity dwarfness, enlargement of joints twisting, wasting of some part, etc. of the body.
- (b) Disabilities of the lower extremities include similar impairments of one or both the legs as described in case of upper extremities.
- (c) Major deformities are those, due to which a person becomes dependent on others for performing activities of daily living (where the movements are very much restricted).
- (d) Minor deformities are those, due to which a person is not able to perform the jobs/work/functions in a speed/accuracy as compared to the able-bodied person but is completely independent in activities of daily living and can use means of public transport.

Hearing and Speech Handicaps

- (a) The deaf and dumb include those who are born deaf or have been deafened at an early age resulting in simultaneous loss of speech.
- (b) The deaf include those who have lost entire hearing after having learnt speaking.
- (c) Partially deaf include those who can hear with the help of aids.

Visual Handicaps

The Blind. - These have been classified into two board categories.

- (a) Totally blind are those who cannot respond to light at all, under any situation.
- (b) Partially blind include those who can just tell whence light comes, or can see form or motion but cannot count fingers at a distance of 2 ft. This category also include those who can travel or go about unaided or can read only large headlines.

